

**HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES' MEETING  
May 19, 2015**

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MAY 26 2015

ELLINGTON TOWN CLERK

- I. Secretary Mary Blanchette called the regular meeting of the Hall Memorial Library Board to order at 7:30 PM. Members present were Mary Clements, Janet Wieliczka, Daniel Sclare, Patricia Grundman, Children's Librarian, and Susan Phillips, Library Director. Peter Nickerson was present by teleconference. John Halloran was absent. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum –Staff members Cheryl Chamberlin and Francie Berger (at 8:00) were present.
- III. Approval of Minutes of the April 21, 2015 Meeting (Clements/Sclare) The minutes were reviewed by the members present and were unanimously approved.
- IV. Treasurer's Report – The Treasurer's Report for the month of April 2015 was read.
- V. Current Year Budget – Sue Phillips distributed a copy of the 2014/15 Year-to-Date Budget for review. Expenses are on target to finish up this fiscal year.
- VI. Library Director's Report –Susan Phillips distributed copies of the Director's Report dated 5/19/15. The report was read and discussed. It was a non-newsworthy month, with the exception of the Workroom Update, which was discussed (see Old Business).
- VII. Friends of the Library Report – There was no report available for this meeting.
- VIII. Old Business – Building Maintenance – Sue Phillips reported on the completion of the window project upstairs, the results are pleasing. – Workroom Update – The progress of the update is as follows: the dividing wall has been removed, the carpet and furniture have been installed, the room painted, and the wooden storage cabinets installed. As of this date, not all of the computers and phones are in working order, this will be finished tomorrow. The window sills and table edges have not yet been stained. The staff is settling in. – Roof Project- There have been two contracts received for the roof repair, the project will be managed in house. – By-Laws – A change is needed to the Mission Statement adding the yearly review of the Library Director by the Board of Trustees, ,and the Library Staff by the Library Director. This item will be voted on at the next regular Board Meeting next month. – Personnel Policy – The only change needed is re-naming the Board of Directors to the Board of Trustees. A motion was made (Wieliczka/Clements) and unanimously passed to enact this change. – Meeting Room Policy – Sue Phillips will send a copy of the current Meeting Room Policy to all Board Members for discussion at a future meeting.
- IX. New Business – 2015-2016 Budget – The proposed 2015-2015 Budget passed at the town meeting, and is currently in the waiting period for the finalization.
- X. Trustees' Concerns – Janet Wieliczka again mentioned her concern for nametags for staff members. Sue said she will research this topic further. A suggestion was made for using lanyards and an attached name card.
- XI. Correspondence – None.
- XI. Adjournment – The meeting was adjourned at 8:21 PM (Wieliczka/Clements) by unanimous vote.

*Respectfully submitted,  
Marcia Downs*